

CIRCULAR MEMORANDUM

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Circular Memorandum No. 7

FROM: Permanent Secretary
Ministry of Education

TO: All Principals in Secondary Schools
Matelot Community School

DATED: May 24, 2024

S U B J E C T

Vacant Positions of Vice Principal (Secondary) (Grade 7) in Secondary Schools

The Ministry of Education is inviting suitably qualified persons who are currently employed in the Secondary School System to submit applications for filling the offices of Vice Principal (Secondary) (Grade 7) which are vacant/due to become vacant in the following schools: -

District	School	School Type
Port of Spain and Environs Education District	<ul style="list-style-type: none">• Tranquillity Secondary School• South East Port of Spain Secondary School• St. Mary's College	<ul style="list-style-type: none">• Government• Government• Board
St. George East Education District	<ul style="list-style-type: none">• Tunapuna Secondary School	<ul style="list-style-type: none">• Government
South Eastern Education District	<ul style="list-style-type: none">• Princes Town West Secondary School	<ul style="list-style-type: none">• Government
St. Patrick Education District	<ul style="list-style-type: none">• Siparia West Secondary School• Holy Name Convent, Point Fortin	<ul style="list-style-type: none">• Government• Board
Victoria Education District	<ul style="list-style-type: none">• St. Joseph Convent, San Fernando	<ul style="list-style-type: none">• Board

2. JOB SUMMARY

This job requires the incumbent to assist the Principal (Secondary) either in the successful implementation of the Curriculum at the secondary school or in Administration.

3. MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS

- Bachelor's Degree in specialty subject area from a recognized University.
- Certification in Teaching as evidenced by the possession of a Diploma in Education or equivalent.
- Five (5) years teaching experience after obtaining the postgraduate Diploma in Education or equivalent including two (2) years in school administration.
- In service training (three weeks) in Education Administration or equivalent.

4. Copies of the detailed Job Description for the office of Vice Principal (Secondary) (Grade 7) are available at Secondary Schools, Education District Offices, and the Ministry of Education's Website.

5. PROCEDURES FOR SUBMITTING APPLICATIONS

Applications for the above office should be completed and submitted via the use of an Online Application Form for promotion to Administrative Offices in the Teaching Service no later than **Friday 21 June 2024 at 12:00 Noon**.

- a. Under cover of Circular memorandum, No 18 dated 16th October 2019; a Manual pertaining to the use of the Online Application was issued to schools and is also available on the Ministry's Website for your perusal and guidance.
 - b. This online application form must **ONLY** be processed through the **applicant's officially assigned Ministry of Education email address**.
 - c. School Supervisors and Principals are advised that Special Report Forms can only be uploaded through their official Ministry of Education email address.
 - d. Principals and Schools Supervisors are to ensure that all application forms are accompanied by the Special Report, which must be completed, signed, dated and submitted on or before **Friday 12 July 2024**.
 - e. Applicants, Principals and Schools Supervisors are to note that because of the nature of this online system, application and special report forms will not be accessed beyond the stipulated deadline dates.
 - f. The Schools' Supervisor for each Education District is required to submit School Profile for the Schools identified in this Circular on or before **Friday 12 July 2024**.
6. At the closing date of this Circular Memorandum, all aspiring applicants must satisfy the requirements for the vacant offices mentioned.
 7. Principals are required to bring this Circular Memorandum to the attention of all members of staff.
 8. Click [here](#) for the online application form. Please use your officially assigned Ministry of Education email address.

9. INCOMPLETE AND UNSUITABLE APPLICATIONS

Applications submitted without the following supporting documents/missing information will be deemed incomplete and unsuitable:

- Applications not processed through the **applicant's officially assigned Ministry of Education email address**
- Copy of National Identification Card
- Copy of Birth Certificate (Affidavits where applicable)
- Copy of Marriage Certificate (where applicable)
- Legible scanned copies of:
 - Relevant academic qualifications
 - Documentation showing proof of citizenship (if not born in Trinidad and Tobago)
 - Documentation from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad
 - Detailed information and relevant experience as it pertain to the office advertised



/f/Permanent Secretary
Ministry of Education

cc: Director of Personnel Administration
(Teaching Service Commission)

Chief Administrator
Tobago House of Assembly

Chief Education Officer

Director of Schools Supervision

All Schools' Supervisors

General Secretary
Trinidad and Tobago Unified Teachers' Association

Association of Principals of Secondary Schools

Association of Principals of Assisted Secondary Schools

Denominational Boards of Management

- Anglican Board of Management
- Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A) Education Board
- Baptist Board of Management
- Bishop Anstey High School Board of Management
- Board of Education, St. Stephen's College
- Board of Governors of Trinity College
- Catholic Education Board of Management
- Cluny Central Board of Management
- Dominican Sisters' Board of Management
- Education Board of Management, St. Joseph's Convent, San Fernando
- Fyzabad Anglican Secondary School Education Board of Management
- Holy Faith Sisters Secondary Schools Board of Management
- Holy Ghost Fathers Board of Management
- Sanatan Dharma Maha Sabha (S.D.M.S) Board of Management
- SWAHA Education Board of Management
- The Board of Management, Miracle Ministries Pentecostal High School
- The Catholic Community of Our Lady of Lourdes & Our Lady of Guadalupe Board of Management